

## **Court Assignment Clerk**

The Circuit Court for Anne Arundel County is seeking an individual to join our fast paced Assignment Office. Court experience or a paralegal/law office background is helpful and attention to detail, computer experience and excellent communication skills are a must. This position will assist in the scheduling and preparation of court dockets as well as answering face-to-face and telephone inquiries from the public, attorneys, and judicial staff.

This is a County Grade 12 position with Anne Arundel County benefits. Applicants do not need to complete the Maryland Judiciary application form. Please send resume with cover letter by October 2, 2015 to:

Office of the Court Administrator  
P.O. Box 2395  
Annapolis, MD 21404-2395  
or email to [assignmentjob@circuitcourt.org](mailto:assignmentjob@circuitcourt.org)